**PLEASE NOTE: IF YOUR AGENCY’S PREFERRED FORM OF EXECUTION IS NOT INCLUDED HERE YOU MAY STILL USE IT.**

**GOVERNMENT PARTY EXECUTION**

*If it is intended that the contract be executed by an authorised officer on behalf of the Government Party use the following execution block on the first page of the Agreement:*

|  |  |  |
| --- | --- | --- |
| **SIGNED** by a duly authorised officer for and on behalf of **THE GOVERNMENT PARTY NAMED IN ITEM 1 OF ATTACHMENT 1** in the presence of: | )))) |  |
|  Witness signature Witness name |  Authorised officer signature Authorised officer name |

*If it is intended that the contract be executed under the common seal of the Government Party use the following execution block on the first page of the Agreement:*

|  |  |  |
| --- | --- | --- |
| **THE COMMON SEAL** of **THE GOVERNMENT PARTY NAMED IN ITEM 1 OF ATTACHMENT 1** was hereunto affixed in the presence of: | ))) |  |
|  Witness signature Witness name |  |

**SUPPLIER EXECUTION**

*Is the Supplier:*

* *a company?*
* *a sole director company?*
* *an individual or a sole trader?*
* *an incorporated association?*
* *a partnership?*
* *a trustee?*

*NOTE: If the Supplier is an* ***individual*** *or* ***sole trader*** *or* ***partnership****, please contact the Crown Solicitor’s Office for advice about whether superannuation is payable. You may also need to adjust the contract price to include the superannuation amount.*

*NOTE: If the Supplier is trading under a business or trading name, the* ***legal entity*** *is the natural persons (s) or body corporate that has registered the business or trading name.*

*If the Supplier is a* ***company****, use any of the following three execution blocks on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** in accordance with section 127 of the *Corporations Act 2001* (Cth) by two directors or by one director and the company secretary: | )))) |  |
|  Director signature Director name |  Director/Company Secretary signature Director/Company Secretary name |

|  |  |  |
| --- | --- | --- |
| **THE COMMON SEAL** of **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** was hereunto affixed in the presence of: | ))) |  |
|  Witness signature Witness name |  |

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** by a duly authorised officer in accordance with section 126 of the *Corporations Act 2001* (Cth): | )))) |  |
|  Authorised officer signature Authorised officer name |  |

*If the Supplier is a* ***sole director company*** *use the following execution block on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** in accordance with section 127 of the *Corporations Act 2001* (Cth): | ))) |  |
|  Director and Sole Company Secretary signature Director and Sole Company Secretary name |  |

*If the Supplier is a* ***natural person*** *or* ***sole trader*** *use the following execution block on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** in the presence of: | )) |  |
|  Witness signature Witness name |  Party signature Party name |

*If the Supplier is a* ***partnership*** *use the following execution block on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by a partner in the partnership trading as **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** in the presence of: | )))) |  |
|  Witness signature Witness name |  Partner signature Partner name |

*If the Supplier is an* ***incorporated association*** *use the following execution block on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **SIGNED** for and on behalf of **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** by a duly authorised officer in the presence of: | ))) |  |
|  Witness signature Witness name |  Authorised officer signature Authorised officer name |

*If the Supplier is a* ***trustee*** *use the following execution block on the first page of the agreement:*

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1** as trustee of the trust named in Item 2 of Attachment 1 by a duly authorised officer in accordance with section 126 of the *Corporations Act 2001* (Cth): | ))))) |  |
|  Authorised officer  Authorised officer name |  |